

Appendix N-2

Simplified Acquisition Certificate Application Form

Memorandum

TO: _____ (Reviewing Official's name and title)

FROM: _____ (Employee's name and title)

THROUGH: _____ (Employee's supervisor's name and title)

SUBJECT: Request for Simplified Acquisition Certification

I am submitting this form and the attached supporting documentation as my application for SAC Level _____ (A or B).

(To be filled out by the employee)

1) Employee information:

Title, series, grade	
Office	
E-mail address	

Experience:

SAC-A Certification

Minimum of six months experience in simplified acquisition.

Yes ____ No ____

SAC-B Certification

Minimum of one year experience in simplified acquisition, six month of which must be hands on experience in simplified acquisition procedures.

Yes ____ No ____

Training requirements:

Attach all certificates for applicable courses to the FAC-C application package and send the entire package to the Acquisition Career Manager.

Method of Completion (Check appropriate space and complete applicable information). For course equivalencies, see Appendix D of the DAU Catalog (http://www.dau.mil/catalog/cat2007/DAU_2007_Catalog.pdf).

SAC-A Certification

Course name	Date completed or Date Fulfillment Approved
Basic Simplified Acquisition Procedures or DAU's CON 237 Actual course or equivalent ** (if equivalent provide name)	
Advanced Simplified Acquisition Procedures Or Appropriations Law Actual course or equivalent (if equivalent provide name)	
Green Purchasing Training	

** For equivalent courses, specify the course provider and number of training hours (CLPS)

SAC-B (if applicable)

Course name	Date completed or Date Fulfillment Approved
CON 100 SHAPING SMART BUSINESS ARRANGEMENTS Actual course or equivalent? (if equivalent provide name)	
CON 110 MISSION SUPPORT PLANNING Actual course or equivalent? (if equivalent provide name)	

MANDATORY SKILLS CURRENCY

To maintain a SAC certification, GS-1105s/GS-1106s and non GS 1100 series warranted Contracting Officers are required to earn 40 continuous learning points (CLPs) every two years beginning January 1, 2008. ACMs shall monitor the continuous learning requirements for employees holding SAC certification to ensure they meet this requirement. A SAC will expire if the 40 CLPs are not earned every two years, and an associated certification and warrant shall be considered invalid. Expired warrants shall be returned to the HCA.

Has the applicant met the mandatory skills currency? Yes ____ No ____ N/A ____
(Provide documentation with your SAC application package that indicates that skills currency has been attained).

(To be filled out by the employee's supervisor)

2) Employee's supervisor:

____ Recommend Approval
____ Recommend Disapproval

(Signature, Title and Date)

(To be filled out by the reviewing official)

3) Reviewing Official:

____ Recommend Approval
____ Recommend Disapproval

(Signature, Title and Date)

(To be filled out by the approving official)

4) Approving Official:

____ Recommend Approval
____ Recommend Disapproval

(Signature, Title and Date)

- Supporting documentation consists of:

Training certificates and/or previous Acquisition Certificate
OF 612 or Resume
Most recent performance appraisal
Proof of Mandatory Skills Currency